**Faculty Development & Policy Committee**

College of Education, Health & Human Services (CEHHS)

MINUTES – October 4, 2018

10:45 a.m. - 11:45 a.m. in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | Alison Scheer-Cohen, Co-Chair  School of Health Sciences & Human Services | **X** | Elvira Gomez  School of Nursing |
| **X** | Rebecca Brooks, Co-Chair  School of Education | **X** | Geri Schmotzer  School of Nursing |
| **X** | Fernando Soriano  School of Health Sciences & Human Services | **X** | Madeline Lee  At-Large |
| **X** | Laura Wendling  School of Education | **X** | Emiliano Ayala, Dean  CEHHS ***(Non-voting)*** |

Guest(s):

**CALL TO ORDER** (SCHEER-COHEN)

Establish quorum

**APPROVAL OF AGENDA** (SCHEER-COHEN)

**Alison Scheer-Cohen called for any changes to the Agenda.  None being heard, the Agenda was approved as written.**

**APPROVAL OF MINUTES FROM LAST MEETING** (SCHEER-COHEN)

**Alison Scheer-Cohen called for any changes to the Minutes from 09/06/2018.  None being heard, the Minutes were approved as written.**

**DEPARTMENT CHAIR SELECTION UPDATE** (AYALA)

* **Dean Ayala provided a copy of the Department Chair Selection Policy (FAC 375-11; Approved by the Academic Senate 04/10/13).**
* **Dean Ayala noted that he is currently looking into the selection policy (defining roles and differences) and evaluation procedures for Directors of a School, Directors of a Center, and Department Chairs.**
* **Members noted that in some cases evaluations of the Department Chair and Program Directors may overlap with evaluations conducted for accreditation (e.g., School of Nursing; Department Speech-Language Pathology).**

**RTP: FACULTY CENTER** (BROOKS)

* **Rebecca Brooks met with Allison Carr, Faculty Center Director, Chair to discuss mentoring during the Retention, Tenure & Promotion (RTP) process.**
* **Faculty Center Connections is a mentoring program. Faculty can choose 1-on-1 or group mentoring. Faculty can also choose mentoring for a specific topic (e.g., RTP). Allison offered to pair faculty with mentors from their college or school if requested.**
* **The RTP process is discussed during the New Faculty Institute.**
* **The Faculty Center holds a general RTP workshop (Fall) and a RTP workshop for Associate to Full Professor (Spring).**
* **Allison Carr recommended that the CEHHS RTP digital samples be updated.**
* **The RTP documents could include more definitions/descriptions (e.g., explicitly state if a syllabus is required or counted as an item).**

**RTP PROCESS** (BROOKS)

Patricia Runzel (Faculty Affairs)

Time Certain 11:00- 11:30 a.m.

* **Patricia Runzel recommended reviewing the RTP document *What is an Item?***
* **Performance evaluations should be included from each academic year until promotion. For example, only new items should be included in the file of an Associate Professor requesting promotion to Full Professor.**
* **It is recommended that faculty continue to work on their Working Personnel Action File (WPAF) between evaluations. Each faculty member has an electronic container on the community server to consistently build the file.**
* **Faculty members who have one year of service credit, have a 5th year mandatory promotion and tenure review. Faculty with two years of service credit will start with their 3rd year periodic review. Faculty members with service credit should include this information in the Cover Memo. Patricia will look into whether service credit is the immediately preceding year(s) or any academic year.**
* **Members of Peer Review Committees (PRCs) are invited to a Fall luncheon. During this luncheon, the Provost addresses what he is looking for in a file and what the PRCs can include in letters to assist with his review. What is lacking is a technical training for PRC members. PRC committees will look at the objective data (i.e., department requirements) during the file review.**
* **In a pre-read or review, reviewers look for required documents (e.g., Cover Memo; Index; Required Items Checklist).**
* **Member ideas and comments generated from the discussion:** 
  + **Develop a college-wide document or template outlining RTP process (e.g., what to include in the file; how to organize the file). This document could only be an advisory document (vs. policy).**
  + **Create a Frequently Asked Question (FAQ) document to share with faculty. For example: Is a specific presentation (e.g., theme; programmatic line of work) required and should this be considered by the PRCs? What is the difference between a periodic vs. performance review? This document could only be an advisory document (vs. policy).**
  + **Share case-based RTP scenarios with faculty. For example: Dr. X is in year one and requesting periodic review compared to Dr. Y who is also year one requesting periodic review, but has two years of service credit. How will the files be the same? How will the files be different?**
  + **Consider the formation of PRCs. If there are three new faculty on a PRC, they are drawing from their personal experience of the RTP process. If at least one experienced faculty is on the PRC, he/she has had experience on other PRCs and reviewed other WPAFs.**

**RTP PROCESS FOLLOW-UP AND NEXT STEPS** (BROOKS)

* **Contact Lori Heisler and Blake Beecher (co-chairs of CCC) to discuss including time at the Spring All College Meeting to discuss the RTP process (e.g., reach out to Department Chairs to identify issues with the RTP process that that surface during the academic year, such as selection of a PRC; mentoring of junior faculty; etc…).**
* **FDPC will review the current RTP standards for CEHHS.**
* **At next meeting, FDPC will review the ideas and comments generated from today’s meetings and decide upon next steps to be taken.**

**ANNOUNCEMENTS**

**ADJOURNMENT** (SCHEER-COHEN)

**11:45 a.m.**

*Next Meeting: November 1, 2018*